

**Position Title:** Maintenance Supervisor  
**Employee's Name:** VACANT

**Position Number:** A52632  
**Position Grade:** FSN-7

### 13. BASIC FUNCTION OF POSITION

Under direction of the facility manager, oversees the day-to-day maintenance and repair program for a new, \$50,000,000 consulate compound and the residential housing pool which includes the principal officer's residence, 29 leased properties and 8 government owned residences; and all office and residential equipment. Incumbent will be supervised by the facility manager. Incumbent works with general services officer and facility manager to develop maintenance, repair and operations work plans and formulate maintenance, repair and operations budget requests. He directly supervises 9 maintenance personnel: 1 work order clerk, 1 carpenter, 1 HVAC technician, 2 general maintenance men, 2 plumbers and 2 electricians.

### 14. MAJOR DUTIES AND RESPONSIBILITIES

#### **Operations, Maintenance & Repair of Properties –**

**65%**

Responsible for the correct operation, maintenance and repair of properties. Under direction of the facility manager, provides day to day oversight of post's maintenance and repair (maintenance, repair and operations) program for all government-owned and leased residential properties. Performs initial inspection of all leased property to determine structural soundness, defects, ensure electrical grounding, etc. Assesses residences on a regular basis to develop routine maintenance, repair and operations and special maintenance, repair and operations. Makes recommendations to facilities manager on funding priorities given limited resources. Performs as maintenance and repair foreman: directs the work of skilled carpenters, electricians, plumbers and masons; inspects work as needed; takes action on work requests received; and makes petty cash purchases if in-house equipment is not available. Works with GSO Assistant to ensure landlords make all repairs, painting, etc. as provided for in the lease and required by work orders. Updates work order system on a daily basis to reflect work in progress or completed. Supervises installation and maintenance of emergency generators

#### **Operations, Maintenance and Repair of Equipment & Appliances –**

**30%**

Manages posts maintenance, repair and operations program for office equipment and residential and non-residential appliances. Develops preventive maintenance work schedules, monitors performance of PM checks, arranges for emergency maintenance, and supervises contract technicians in the performance of their duties.

#### **Other Duties as assigned**

**5%**

### 15. REQUIRED QUALIFICATIONS:

- a. **EDUCATION:** Completion of high school and completion of vocational training from an accredited institute recognized as producing journeyman mechanic.
- b. **PRIOR WORK EXPERIENCE:** Five years of progressively more responsible experience in residential maintenance work. Three years of personnel supervisory experience is required.
- c. **POST ENTRY TRAINING:** Six months training by Supervisor with emphasis on Department of State regulations and manuals..
- d. **LANGUAGE PROFICIENCY:** Level III written and spoken English (good working knowledge) and Level IV written and spoken Spanish (fluent)

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- e. **KNOWLEDGE:** Must have good working knowledge of standard U.S. engineering and structural requirements, maintenance and repair of building and equipment, and maintenance trade work practices.
- f. **SKILLS AND ABILITIES:** Must possess valid driver license, type B. Must have management skills to supervise the post's maintenance, repair and operations program effectively. Must have negotiating skills and interpersonal ability to deal with contractors. Must be able to display tact when dealing with U.S. personnel.
- g. Must possess ability to work individually.

## **16. POSITION ELEMENTS**

- a. **SUPERVISION RECEIVED:** Directly supervised by the facility manager.
- b. **SUPERVISION EXERCISED:** Supervises 9 maintenance positions.
- c. **AVAILABLE GUIDELINES:** Department of State Regulations and manuals, U.S. Building Codes, the Facilities Manager, and the Office of Building Operations in Washington. SHEM procedures.
- d. **EXERCISE OF JUDGEMENT:** Uses judgment to prioritize and schedule work, negotiate with contractors, and evaluate contractor's performance, and finished products, and to interpret standardized building codes.
- e. **AUTHORITY TO MAKE COMMITMENTS:** Authorized to establish work priorities, initiate projects, and change project specifications as necessary within general guidelines established by the Facilities Manager.
- f. **NATURE, LEVEL AND PURPOSE OF CONTACTS:** Maintains contacts with area contractors, engineers and equipment technicians to ensure prompt action on all maintenance, repair and operations projects. Works with landlords to facilitate maintenance, repair and operations projects at leased properties.
- g. **TIME EXPECTED TO REACH FULL PERFORMANCE LEVEL:** Six months to one year.